

UNIT 3

PURCHASE REQUESTS PRACTICUM

Instructions for Completing Procurement Planning Practicum Unit 3

Administering the Practicum

Administration Officials shall:

- Assure that the practicum contents are NOT disclosed to any participant until the participant begins the evaluation process.
- Provide a quiet room for the participant to complete the practicum exercise.
- Assure that the participant has no contact with other personnel during the evaluation process.
- Immediately seal the completed evaluation in an envelope and return it to the office responsible for grading practicum results.

The employee may use any paper, reference books, textbooks, or notes to do the practicum.

Included in this practicum are: the practicum questions, answers sheet, and applicable material from the *Procurement Planning* text-reference.

Practicum Overview

This exercise presents you with several scenarios depicting six tasks required to review and process purchase requests. Unless stated otherwise, each scenario stands alone, but others may cover more than one task.

Within each scenario certain data may be represented by generalized entries. For example, a Federal Stock Number for an item may appear as 5821-XXXX-XXX, or delivery dates may appear as May 1, 19X5. For the purposes of this practicum, please consider data represented in this manner to be correct.

Pertinent FAR and GSAR references for this practicum:

FAR 1.6; 3.104; 5.1; 5.2; 6.3; 10.004; 12.1; 14.2; 15.4; 15.8; 32.703; 42.1; and 46.103.

GSAR 503.104; 504.803; 506.3; 507.102; and 507.104.

TASK 3.1 - IDENTIFYING OMISSIONS AND DEFICIENCIES

Objective: Identify omitted elements of a proposed purchase request and deficiencies apparent on the face of the purchase request.

Scenario 3.1: You have just received the following letter, with the attached purchase request.

June 14, 19X4

FROM: Facilities Engineering Branch

SUBJ: Purchase Request for Portable Power Stations.

TO: Purchasing Office

1. Request you process the attached purchase request as soon as possible. We need these power stations ASAP.
2. I am trying to get the money approved. I've been told by higher authority that the funds will be released for this requirement.
3. Please notify us when the items can be delivered by the contractor.

Johnson V. Smith
Superintendent, Facilities

Attch:
PR (June 14, 19X4)

AGENCY PURCHASE REQUEST					
1. CONTRACTING OFFICE ADDRESS AGENCY CONTRACTING ACTIVITY 1776 Federal Way Washington, DC 20021			2. REQUESTING ACTIVITY FACILITIES ENGINEERING One Corporate Center Alexandria, VA 20334		
3. DESCRIPTION, QUANTITY, AND PRICE OF ITEMS TO BE PURCHASED					
Item	Quantity	Description	Unit Price	Unit	Total
1.	20	Portable Electric Generator 125V/250V, 50 amp Craftsman, Model GW4300-1	\$5000.00	EA	\$200,000
2.	100	Male/Female Connectors 50 amp, Fused/Circuit Breaker with switch	\$ 50.00	ST	\$ 5,000
3.		4 Gauge Copper Wire Cable Shielded	\$ 1.04	FT	\$10,400
4. ACCOUNTING AND ADMINISTRATION DATA (Use additional sheets if necessary): <p style="margin: 10px 0;">Total amount of \$210,000 will be available contingent upon release by the finance office.</p>					
5. FINANCE OFFICER OR FUNDS CERTIFYING OFFICIAL SIGNATURE:					
6. APPROVING OFFICIALS TYPED NAME & SIGNATURE: Johnson V. Smith Superintendent, Facilities				DATE: June 14, 19XX	

Purchase Requests Practicum

Question: Identify omitted elements and purchase request deficiencies on the following sheet.
Include the appropriate FAR/GSAR reference(s) for each answer.

DESCRIPTION OF OMISSION/DEFICIENCY	REFERENCE

TASK 3.2 - ADVISING REQUESTER OF ERRORS

Objective: Advise requiring activity managers on omissions and deficiencies and obtain a corrected purchase request.

Scenario: Use the purchase request and your findings from Task 3.1 to complete Task 3.2.

Question: Advise the requiring activity on the omissions and deficiencies in requesting a corrected purchase request. Explain the impact of each error on the acquisition, i.e., potential FAR violations, delays in purchasing, acquiring the wrong parts, etc. You may use memorandum, letter, or working note format for this task.

You may find it helpful to organize your response using the following tabular format before preparing the documentation for the requiring activity:

PURCHASE REQUEST BLOCK AND ERROR	IMPACT ON ACQUISITION	FAR/GSAR REFERENCE
Block 3: No Quantity Shown For Item 5	Solicitation Cannot Be Issued.	FAR 14.201-2
Etc.....		

TASK 3.3 - CLOCKING THE PROCUREMENT ACQUISITION LEAD TIME

Objective: Accept Purchase Request and begin clocking the Procurement Administrative Lead Time (PALT).

Scenario 3.2: Listed below are documents you have received in support of a proposed procurement action. Review this list and answer the questions below, giving an explanation and appropriate FAR/GSAR reference(s).

TYPE OF DOCUMENT	ACCEPTABILITY (YES OR NO) (EXPLAIN AS NEEDED)	DATE RECEIVED
Acquisition plan for mobile field maintenance vehicles. Est. Price: \$500,000.	Yes. (Includes clearance from Small Business Representative and Competition Advocate. Sealed bid procurement)	Feb. 3, 19X4
Purchase request (PR)	No: The following are missing: Specification drawings; correct fund cite.	Mar. 5, 19X4
Corrected PR	Yes.	Mar 15, 19X4
Commerce Business Daily synopsis	Yes. Prepared for normal postal delivery	Mar 17, 19X4 (Mailed)

Assignment:

Question 1: When does the Procurement Acquisition Lead Time (PALT) clock start? What is that date for this PR?

Question 2: Based on the standard time frames described in the FAR, what the is earliest solicitation release date?

Question 3: What is the earliest bid opening date?

Question 4: Is CBD synopsis really needed? Why?

TASK 3.4 - ESTABLISH A CONTRACT FILE

Objective: Establish a contract file on the accepted purchase request.

Scenario: You have received the documentation listed below. You may assume that all documents are complete and acceptable. Use a GSA Form 3420, Contract/Modification File Checklist to answer the questions below concerning the establishment of the Contracting Office File (Not the Contract Administration Office File).

DOCUMENT	DOCUMENT DESCRIPTION	DATE
A	Acquisition Plan	Oct 12, X3
B	Purchase request	Oct 15, X3
C	Technical Data Certification for other than full and open competition	Oct 13, X3
D	Specifications and drawings	Sep 25, X3
E	Competition Advocate Sole Source Approval	Oct 25, X3
F	SBA Liaison Office Coordination Letter	Oct 22, X3
G	Commerce Business Daily synopsis	Oct 27, X3
H	Source List, as of Sep 20, 19X3	Sep 20, X3
I	Requester's Sole Source Justification	Oct 15, X3
J	Contracting Officer's Determination and Findings	Oct 19, X3
K	Legal Counsel Letter of Concurrence for Sole-Source Justification	Oct 20, X3
L	Presolicitation Notice	Oct 22, X3
M	Draft Solicitation (IFB/RFP)	
N	DOL Wage Determination (Current SF 98)	

Assignment:

- Question 1. Place the letter designation of each listed document in its proper contract file location as indicated on the checklist.
- Question 2. Indicate the order of arrangement of the tabs within the physical contract file itself.
- Question 3. Indicate the order of arrangement of each document within each tab of the physical contract file.

TASK 3.5 - DISCLOSURE OF INFORMATION BEFORE SOLICITATION

Objective: Identify interested parties (e.g., SBA procurement center representatives) to whom information about pending requirements may be disclosed prior to issuance of the solicitation.

Scenario: Today is May 15, 19X4. Your office will be releasing a solicitation on June 10, 19X4 for a high dollar value service contract to support local facility operations. You have received several requests for detailed information regarding this acquisition as shown below.

REQUESTS FOR INFORMATION	
Reference	Request
1	SBA request for technical requirements data.
2	Drummond Industrial Planning, Inc., request for a copy of the statement of work.
3	A FAX message from the agency Competition Advocate asking for a revised SOW and acquisition plan for additional review.
4	E-mail from an office supervisor asking for Government logistics cost estimates for the new service contract.
5	Jones Company request for total contract value.
6	Lundy Co. Inc. request for presolicitation information provided other companies on the bidders mailing list.
7	A memo from the senior executive in your organization requesting a briefing on the acquisition.
8	Local newspaper request for anticipated costs of the new contract and names of prospective bidders.

Question: For each of the above requests, would you provide the information requested? Give a brief explanation if needed and cite the FAR/GSAR reference governing your decision.

TASK 3.6 - CONTROL DATA ON PROPOSED ACQUISITIONS

Objective: Control data on proposed acquisitions prior to solicitation.

Subtask 3.6.1 - Advising Federal Employees on the Protection of Source Selection or Proprietary Data

Scenario 3.6.1: Your office will be conducting a formal source selection for a major automation upgrade contract. You have been designated the source selection administration project officer to handle access, disclosure, and security of source selection and proprietary data.

Question: Write a letter to all source selection evaluation team members covering disclosure, protection and marking of source selection and proprietary information. (Cite proper FAR/GSAR references.)

Subtask 3.6.2 - Obtaining Procurement Officials' Certification

Scenario 3.6.2: You are the buyer on a \$18,750,000 acquisition for electronic control device (called “Silent Sentinel”) to be conducted under sole source procedures. With regards to Procurement Integrity (Section 27 of the Office of Federal Procurement Policy Act) answer the following questions:

Question 1: Which of the following would be considered competing contractors?

- A. Firms that submitted bids: Acme Corp; Jones Company; Smythe Company; and IDC Inc.
- B. Solicited firms that did not submit bids: Wallace Company, Inc and Rutledge International Company.
- C. Successful contractor two years ago, Lane Corporation. Lane went out of business prior to the solicitation.

Question 2: Who maintains the certificates for competing contractors and procurement officials and where are they kept?

Question 3. Which of the following would normally be considered procurement officials?

(Indicate Yes or No)

NAME	TITLE OR PROCUREMENT DUTIES	PROC. OFFICIAL?
Aemeson, J.	Cost analyst; Will evaluate contractor cost proposal	
Carrier, L.	Program Manager: approved acquisition plan & funds	
Crist, D. E.	Clerk typist: prepares, mails, opens, and delivers documents with the office	
Halbert, B.	Finance clerk; checks and assigns funding codes to all purchase requests	
Kozlewski, K.	Contracting Officer; will negotiate and sign this contract	
Norris, C. B.	Senior Engineer; wrote SOW and Specifications for the Silent Sentinel project	
Setter, F.	End User Project Manager; established requirements, approved design and performance criteria	
Turner, E.	Buyer; Prepared contractual documents, will perform price and cost analysis and participate in negotiation, maintains contract file.	
Twilly, M.	Legal Counsel; reviews all solicitations and contracts for legal sufficiency according to Federal laws, FAR, and GSAR	

Question 4: From which of the companies and individuals listed in Questions 1 and 3 should the contracting officer require submission of a certification of competing contractors and procurement officials?

Subtask 3.6.3 - Identifying and Marking Source Selection Information

Scenario 3.6.3: You found the following list of unmarked documents in a box with the label, “Source Selection Sensitive:” Review the description of each document and answer the questions below:

BOX OF DOCUMENTS	
Reference	Document
A	Letter from the office picnic committee.
B	Source Selection Plan for the automation contract.
C	Technical Evaluation Plan for the automation contract.
D	15 purchase requests for office word processing software from last fiscal year.
E	Personal letter to Bob Lucksmith.
F	Proposals in response to the solicitation from Software Innovations Inc., Data Miracles Corp., and Systems Software Inc.
G	Draft report from the Cost Evaluation Team of the Source Selection Evaluation Board (SSEB).
H	Government Clarification Requests and responses.
I	Deficiency Reports issued by the SSEB.
J	GSAR updates and Federal Acquisition Circulars.
K	CO's competitive range determination.
L	FY 19X8 Purchase Orders for office supplies.
M	Final SSEB Report showing technical, cost, and overall ranking of proposals.

Assignment:

Question 1: Which of the above documents would you identify as Source Selection information?

Question 2: How should the source selection documents be marked?

Subtask 3.6.4 - Requests to Mark Information as Proprietary

Scenario 3.6.4: You have received the letter below (assume the Attachments are included and are marked as stated). Read the letter and answer the questions below:

Anders & Markam Development Systems

4299 Founders Lane
Johnsonville, OH 43225

July 12, 19X4

General Services Administration
Electronics Systems
Washington, DC 20202

We are pleased to submit our proposal in response to your solicitation at Attachment 1. Attachments 2 and 3 are the cost and technical support data for the proposal. Attachment 4 contains our commercial sales and marketing product and service catalogs provided for your information.

Please note that the attached documents are marked as proprietary to Anders & Markam Development Systems and are not releasable outside of immediate Government agencies.

Sincerely,

Kurt M. Venesse
Vice President
Government Projects

Attchs:

1. Proposal Summary (with Certifications)
2. Cost Support Data
3. Technical Support Data
4. Commercial Sales & Marketing Catalog (additional copies available by FAX, 1-800-499-1238, or mail)

Assignment:

- Question 1: Do the documents identified by the contractor meet FAR criteria to be proprietary information. Explain your answer.
- Question 2: After requesting the contractor to justify the proprietary marking on Attachment 4, above, how soon can you release the information?

Subtask 3.6.5 - Securing Source Selection Information

Scenario 3.6.5: You have sorted through all the documents in Scenario 3.6.3 and properly marked those that are source selection information. Your next task is to properly secure the source selection information. Examine each of the following documents and answer the question below:

BOX OF DOCUMENTS	
Reference	Document
A	Letter from the office picnic committee.
B	Source Selection Plan for the automation contract.
C	Technical Evaluation Plan for the automation contract.
D	15 purchase requests for office word processing software from last fiscal year.
E	Personal letter to Bob Lucksmith.
F	Proposals in response to the solicitation from Software Innovations Inc., Data Miracles Corp., and Systems Software Inc.
G	Draft report from the Cost Evaluation Team of the Source Selection Evaluation Board (SSEB).
H	Government Clarification Requests and responses.
I	Deficiency Reports issued by the SSEB.
J	GSAR updates and Federal Acquisition Circulars.
K	CO's competitive range determination.
L	FY 19X8 Purchase Orders for office supplies.
M	Final SSEB Report showing technical, cost, and overall ranking of proposals.

Question: What should you do to secure each of the above documents?

Subtask 3.6.6 - Authorizing Access to Source Selection and Proprietary Information

Scenario 3.6.6: You have been assigned as contracting officer for a source selection. You must determine what classes of people in your agency may have access to proprietary or source selection information. Indicate using a "YES" or "NO" in the following chart.

CLASSES OF PERSONS	AUTHORIZED ACCESS ?
Agency Field Technical Experts who wrote specifications.	
Requiring activity Program Manager.	
All contracting officers assigned to your organization who are responsible for other contracts.	
The Regional Counsel office attorneys.	
Contract clearance personnel.	
Contracting Activity Engineers assisting the contracting officer	
Department of labor personnel who process preaward EEO clearances under far 22.805	
Administrative Technician assigned to the Source Selection Evaluation Board to process Team Evaluation Reports	
The Head of another organization in your agency not associated with this procurement	
Director of Human Resources for your organization	

Subtask 3.6.7 - Recording and Keeping Tabs on Persons Authorized Access to Proprietary or Source Selection Information

Scenario 3.6.7A: You have identified all the persons who will be authorized access to proprietary or source selection information for a \$9 million procurement.

Question 1: Who is responsible for establishing the required documentation.

Question 2: How should this be accomplished?

Scenario 3.6.7B: Your \$9 million source selection is nearly completed. Three individuals from the Source Selection Evaluation Board will be leaving Government service within the next several days.

Question 3: What responsibilities do the supervisors of these individuals have?

Question 4: What must the contracting officer do regarding these individuals?

Subtask 3.6.8 - Reporting Evidence of Unauthorized Disclosure

Scenario 3.6.8: You are the contracting officer for a \$12 million source selection competition between Solvae Microchips, Seewanee Electric, and Hain-Gibb Computers. Ms Jonatta Blugeot is the Chairperson of the Source Selection Evaluation Board (SSEB). You find the following documents that appear to have been inadvertently included with other SSEB documentation sent to you for review:

FROM: SSEB Chair

Solvae Microchips, Inc.
14005 Transister Court
San Jose, CA 95125
ATTN: Mr. James Solvae

Dear Mr. Solvae:

Enclosed are the clarification responses that we owed to you at Attachment 1.

Sincerely,

Jonatta Blugeot
Chair, SSEB

Attch:
CR Responses

ATTACHMENT 1

The following CR responses are provided: CR #94-002, CR #94-024, CR #94-43 THRU 48, AND CR #94-77.

Unfortunately, the following document was also attached to the letter along with Attachment 1:

HAIN-GIBB COMPUTERS

THIS DOCUMENT CONTAINS INFORMATION THAT IS PROPRIETARY TO
HAIN-GIBB COMPUTERS, INC. NOT RELEASABLE OUTSIDE THE COMPANY
OR AUTHORIZED GOVERNMENT AGENCIES.

TECHNICAL AND LOGISTICS DESIGN MATRIX

The information in this document details Hain-Gibb Computer's technical and design matrix submitted in accordance with solicitation number.

ASSUME THE DOCUMENT WAS COMPLETE AND PROPERLY MARKED AS PROPRIETARY.

Question 1: What must you do at this point?

Question 2: Suppose you determine there is no impact on the source selection or award. What must you do?

END OF UNIT 3 - PURCHASE REQUESTS